

ACCOUNTING PROCEDURE

TOPIC: Section 6--Purchasing 3.0	EFFECTIVE DATE: 7/23/97
TITLE: Purchasing Processes	REVISION DATE: 3/24/00
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 18

BACKGROUND

The Department of Health and Family Services (DHFS) has developed new procedures for contracting and ordering supplies and services as a result of the centralization of purchasing.

POLICY

DHFS has standardized the **Purchase Requisition** (form DMT-806) to be used for purchases over \$100. Use of the form is optional for most purchases by institutions of the Division of Care and Treatment Facilities. Its use is required for all other units of the Department if the purchase is not made via a Purchasing Card. A completed purchase requisition is required for all division and institution purchases from the Bureau of Information Systems (BIS). Also, a purchase requisition is required by all divisions and all institutions for all lease agreements over \$100.

As part of the requisition process, goods or services that exceed \$5,000 require documentation of "simplified bidding" to verify that the proper type and level of competition was conducted. This documentation can now be entered on the **Bid Solicitation Results** form (DMT-806A). Samples of the forms and instructions for their use are attached.

Both the Requisition form and the Bid Solicitation Results form are available from the DHFS Forms Center. The form is also on the Department LAN. **To locate the forms**, go into WORD, click on NEW on the file pulldown menu and scroll to "PUR_REQ" and "BID_SOLI".

NOTE: NT/WORD 97 users may find they cannot locate the template. To point to the correct template directory, click on options on the Tool pulldown menu, click on the tab File Locations, click on Workgroup Templates, click on the Modify button, go to folder name and delete the current path. Type the following: H:\MICROSOFT\MSOFF97\TEMPLATE, and click OK.

If you have questions about accessing the forms on the LAN, call the BIS Help Desk at (608)267-7775. Purchasing related questions should be directed to William Calcese at (608)266-1682.

The **Printing, Creative Services and Legal Notice Requisition** (form DMT-0913) is a separate process used to document and define printing specifications. Contact your Division forms and publications manager or a Department printing manager (Tom Casey, (608)266-1138 or Audrey Maier, (608)266-6967) prior to initiating a request for printing services.

PROCEDURES

Purchase Requisitions and Bid Solicitation Results forms are to be completed as described in the attached instructions. The Printing, Creative Services, and Legal Notice Requisition is to be completed for all printing orders. Outlines listing the step-by-step purchasing processes, including point of responsibility, are also attached.

ATTACHMENTS

- 1 - Purchasing Staff
- 2 - Purchasing Processes Summary
- 3 - List of Existing Bulletins
- 4 - Purchase Requisition and Instructions
 Bid Solicitation Results and Instructions
- 5 - Printing, Creative Services and Legal Notice Requisition
- 6 - Purchasing Processes
- 7 - Level 3 Approval Sheet

REFERENCE

FIXED ASSETS 3.0 (Capital and Operating Leases)

CONTACT PERSON

William Calcese, Chief
Purchases and Services Section
(608) 266-1682

ATTACHMENT 1

PURCHASING STAFF

WILLIAM CALCESE, DIRECTOR		608-266-1682
Sue Baraga	DMT/BIS	608-266-0509
Dave Hutchison	DHCF/DPH	608-264-9822
Sue McKercher	DSL/DCFS/DCTF	608-267-7637
Linda Pedersen	DSL/DCFS/DCTF	608-267-2255
LeRoy Stuczynski	DSL/DCFS/DCTF	608-266-2837
Thomas Casey	Printing	608-266-1138
Audrey Maier	Printing	608-266-6967
Joni Fletchall	Risk, Vehicles, & Property	608-266-1161
Janet Nesheim	PO Preparation & Encumbrances	608-266-3117
Gary Graham	VISA Purchasing Card Institution Mgmt Reviews	608-264-9890

ATTACHMENT 2

PURCHASING PROCESSES
(Non-Printing Transactions)

- **\$100 AND UNDER**
 - No requisition required
 - No purchase order required
- **\$5,000 AND UNDER**
 - Requisition Required, retained by requestor
 - Best Judgment or state bulletin
 - Purchase order optional
 - Direct charge process or Purchasing Card if no purchase order
- **\$5,001 - \$25,000**
 - Requisition required
 - Documented simplified bid or state bulletin
 - Contact at least 3 vendors
 - phone quotes, faxes, current catalogs
 - Purchase Order
 - Encumbrance
- **OVER \$25,000**
Contact Purchasing Agent

INVOICES:

Invoices, approved by the requestor as “OK to pay” and sent to Accounts Payable, should fit into one of the following categories:

1. Invoices referencing a Purchase Order Number.
2. Invoices \$5,000 or less attached to either an approved requisition or a Direct Charge Order showing the FMS number, the coding, and the encumbrance information, if applicable.
3. Invoices under \$100 (No requisition required.).
4. “Utilities” and other items such as phone bills, General Service Billings, Interagency transfers, and other non-procurement transactions. These items can have a direct charge number but it is not required.

ATTACHMENT 3

LIST OF EXISTING BULLETINS (Partial)

- Advertising
- Award Plaques
- Brushes & Brooms
- Calendars (See Office Supply Contract with Boise Cascade)
- Carpet
- Computer Hardware & Software
- Furniture & Seating
- Copiers & Faxes
- Court Reporter Services
- Data Entry Services
- Data Processing Contracts
- Flexible Disks (See Office Supply Contract with Boise Cascade)
- Envelopes
- Fans
- Flags
- Floor Maintenance Supplies
- Fuel, Gas, LP
- Safety Glasses
- Graphic Art Supplies
- Hazardous Waste Management & disposal
- Janitorial & Custodial Services
- Medical & Lab Supplies
- Microfilm Supplies
- Mop Heads
- Newspaper Clipping Service
- Office Supplies
- Paper
- Pens (See Office Supply Contract with Boise Cascade)
- Pharmaceuticals
- Printing
- Recharging Laser Toner Cartridges
- Rental Cars
- Signs
- Telephone equipment
- Training

PURCHASE REQUISITION

		Today's Date	<i>To be completed by purchasing agent</i>				
			<input type="checkbox"/> Direct Pay <input type="checkbox"/> Prepay		DC Transaction Number		
			PO Number		PO Date	MBE	FMS Code
Requester - Name			Area Code/Phone #		Coding Type <input type="checkbox"/> 1 Regular PO <input type="checkbox"/> 2 Change PO <input type="checkbox"/> 3 Cancel PO <input type="checkbox"/> 4 Interagency <input type="checkbox"/> 5 Blanket - Non Contract <input type="checkbox"/> 8 Blanket - Contract <input type="checkbox"/> G Grant <input type="checkbox"/> P Bldg. Project (90/95) <input type="checkbox"/> Encumbrance Required		
Division/Institution	Unit						
FMS Coding							
Appro	Acct/Class	Center	FY	Amount			
FMS Vendor No.		* Fein or SSN		Verified Vendor Information			
				<input type="checkbox"/> Yes -In FMS <input type="checkbox"/> Yes - In WISMART			

Vendor - Name, Address, Zip Code

SHIP TO - Name, Address, Zip Code

FOB <input type="checkbox"/> Destination <input type="checkbox"/> Installed <input type="checkbox"/> Origin		Terms	Requested Delivery Date	Reference	Bulletin No.
Qty	Unit	Item Description Make, Model, Color, Size		Commodity Code	Unit Cost
					Total Cost
Expenditure Justification, if required (Attach additional sheets, if necessary)					Total Cost Estimate

Agency Contact to List on P.O. - Name and Telephone Number (to be completed by purchasing agent)

APPROVALS	Approved	Rejected	Reject Reason	SIGNATURES	Date Signed
1st Level	<input type="checkbox"/>	<input type="checkbox"/>			
2nd Level	<input type="checkbox"/>	<input type="checkbox"/>			
3rd Level	<input type="checkbox"/>	<input type="checkbox"/>			
Purchasing Office	<input type="checkbox"/>	<input type="checkbox"/>			

* If no FEIN # available, SS # must be provided for State of WI check to be issued.

DEPARTMENT OF HEALTH AND FAMILY SERVICES

Division of Management and Technology

DMT-806A (Rev. 06/97)

BID SOLICITATION RESULTS

WISCONSIN

Date Solicitation Performed

VENDOR INFORMATION

1ST VENDOR

2ND VENDOR

3RD VENDOR

Work Unit

Vendor Name

Vendor Name

Vendor Name

Delivery Date (Needed By)

Contact Person

Contact Person

Contact Person

Qty	Unit	Description Make, Model, Color, Size	Area Code/Phone No.	Area Code/Phone No.	Area Code/Phone No.
			PRICE QUOTATIONS		

I certify that these are the prices quoted by the firm(s) and individuals(s) (or indicate catalogue number and date) listed above.

Discount
PercentageFreight or
Postage

SIGNATURE - Person Soliciting

TOTAL

Date Signed

Able to Meet
Delivery
Schedule☐ Yes☐ No☐ Yes☐ No☐ Yes☐ No

Comments

PURCHASE REQUISITION, FORM DMT-806

Form DMT-806 is the new department wide purchasing requisition form required for all non-printing purchases over \$100. Optional use by institutions. Use Printing Requisition, Form DMT0913 for all printing transactions regardless of dollar amount. Form DMT-806A Bid Solicitation Results is the simplified bid form, normally found on the reverse side of the purchase requisition, to document quotations received for purchases between \$5,000 & \$25,000 requiring a simplified bid process.

The purchase requisition may be completed using any of the following methods.

1. Complete electronically as a Word document, print document and route paper copy for approvals.
2. Electronically complete as much information as possible, print document, type or write the rest of the required information and route paper copy for approvals.
3. Print a blank Word document requisition and type or write the required information and route
4. Order a supply of pre-printed requisitions from the forms center.

FIELD NAMES AND INSTRUCTIONS TO PERSON INITIATING PURCHASE:

Dark shaded areas of the form are for purchasing agent use and cannot be completed electronically.

TODAY'S DATE: Enter date you are initiating requisition.i.e. 7/1/97 (include slashes)

REQUESTER NAME: The requester is the individual who will be receiving the product or service and will also be responsible for receiving the invoice and approving (OK TO PAY) the payment of that invoice.

AREA CODE/PHONE #: Enter requester's phone number, i.e. 608/555-1234

DIVISION/INSTITUTION: Enter requester's Division or Institution. Abbreviations are OK.

UNIT: Enter requester's unit, bureau, regional office or program.

FMS CODING: Enter accounting string if known: Appropriation, Accounting Class Code, Center, Fiscal Year (FY only required if different than current fiscal year) and total amount of order. This field can be left blank and DMT will complete coding. Example: 601 37446 6000653051 \$375.00 Repeat process for multiple accounting strings. The electronic form allows up to six accounting strings.

ENCUMBRANCE REQUIRED: This field can be left blank or enter an "X" in the square or using the mouse, click in the square. If the payment of this purchase is a Direct Charge, you have the option of requesting an encumbrance especially if there is a chance that a direct payment may not be paid before the fiscal year cut off. Purchases made by purchase order will be encumbered automatically.

NOTE: See Accounting Policy & Procedures (APP) Manual, Section 6, 2.0 Vendor Procedure for instructions regarding the next three fields: FMS Vendor No., FEIN OR SSN, & Verified Vendor Information.

FMS VENDOR NO.: Enter the ten digit vendor number which is found in FMS.

FEIN OR SSN: Enter vendor's nine digit Federal Employer Identification Number or Social Security Number.

VERIFIED VENDOR INFORMATION: Checking these boxes confirms that the vendor validation process has been completed. After verifying vendor information in FMS and WiSMART, enter an "X" appropriate boxes.

VENDOR - NAME, ADDRESS, ZIP CODE: Complete vendor's name and the address where the purchase order should be sent.

SHIP TO - NAME, ADDRESS, ZIP CODE: Complete the name and address, including room number, of the person who should receive the product or service. If there are multiple addresses, attach a listing to the printed requisition.

FOB: (Free On Board.) Check appropriate box if known. This field can be left blank. **EXAMPLES:** Books are usually shipped "Destination." The vendor is responsible for the book until it is delivered to it's destination and shipping costs are usually paid for by vendor but can be added to your invoice. Furniture is usually requested to be "installed." The vendor is responsible for uncrating and assembling the furniture. "Origin" means you take ownership when the item leaves the vendor's shipping point and you usually will pay for shipping charges.

TERMS: This field can be left blank. Standard state payment terms are Net 30 days and does not have to be entered on each requisition. The electronic form skips this field.

REQUESTED DELIVERY DATE: Enter the date by which the purchase must be received or service completed.

REFERENCE: Enter data which helps explain where product and pricing information originated. Examples: Phone quotes, catalog page number, Bid Number, another agency contract number such as UW 97-5510, or Request for Purchasing Approval (RPA) number. This field can be left blank.

BULLETIN NO: If known, enter the bulletin number from a DOA contract or from a DOA approved RPA form. The number consists of two digits, dash, five digits, dash, and three digits. Example: 15-39654-001. This field can be left blank.

NOTE: The following fields describe what you are requesting. You can enter up to eight line items. If more than eight line items are needed, additional forms with only the line item area completed can be printed and attached to first form.

QTY: Enter the quantity of the item you are requesting. This field can be blank if quantity is not applicable.

UNIT: Enter a unit of measure such as each, dozen, etc. You can enter up to six characters in this field. Abbreviations are OK. This field can be left blank if QTY field is blank.

ITEM DESCRIPTION, MAKE, MODEL, COLOR, SIZE: Enter as much information as possible about the item or service you are requesting. Include starting and ending dates for contracts and blanket orders. Include product and part numbers. You can enter two lines of description in one field. If you need additional space to describe the item, tab down to the description field below for two additional lines.

COMMODITY CODE: This field can be left blank. If known, enter a DOA commodity code number (usually 5 digits) or a special commodity code (between 7 and 11 numbers and dashes) associated with a specific bulletin, DOA contract, or RPA. The commodity code number may be any variation of numbers and dashes up to eleven digits issued by DOA.

UNIT COST: Enter unit cost of each item. Electronic form field is \$ formatted. If you key in "5","0","0" and enter, the numbers will be formatted for dollar amount and appear as \$500.00

TOTAL COST: Multiply the quantity by the unit cost and enter the amount of the line item. Field is \$ formatted as above

EXPENDITURE JUSTIFICATION, IF REQUIRED: This field is optional and can be left blank. Use this area for detailed justification requirements if needed or requested by Supervisor, Division, Department purchasing or fiscal staff etc. Justification may also be on a separate sheet attached to requisition.

TOTAL COST ESTIMATE: Enter total estimated cost of purchases for this transaction, including shipping costs. Field is \$ formatted as in UNIT COST.

NOTE: Electronic entry of this form is ended with the entry of TOTAL COST ESTIMATE field. Cursor returns to TODAY'S DATE.

AGENCY CONTACT TO LIST ON P.O. - NAME AND TELEPHONE NUMBER This field will be completed by purchasing agent and may be the purchasing agent's name and phone number or that of the requester or program person, depending on what is being requested.

APPROVALS AND SIGNATURES: Person with approval authority checks APPROVED or REJECTED boxes, signs, and dates the requisition. If rejected, state the reason for rejection and return requisition to requester.

1ST LEVEL: Requester's Supervisor signs approving that the request is appropriate.

2ND LEVEL: Additional approval if required by Division for specific purchases. Can be left blank if not required. Division Administrator or Bureau Director signs if required for specific purchases, IT liaison's should approve all computer related purchases for hardware & software.

3RD LEVEL: Requisition is signed by Lead Accountant, budget, finance, or other person who has the knowledge and authority to assign and/or verify accounting string information. Approval signifies that coding is the appropriate funding source for the transaction and that there should be adequate funding available to cover the estimated cost.

PURCHASING OFFICE: Purchasing Agent reviews and completes the requisition and signs signifying that the transaction meets all purchasing policies and procedures.

BID SOLICITATION RESULTS, FORM DMT-806A

(Simplified Bid Document)

Bid Solicitation Results form number DMT-806A was designed to be used to document phone quotations solicited during a simplified bid process and should be attached to the original Purchasing Requisition form DMT-806. This form provides for a permanent record of the bidding process, documents individual quotes for price comparison, and provides a comment area if needed to justify why you are not selecting the lowest bid. This form is also on the back side of the preprinted Purchase Requisition form DMT-806.

The Bid Solicitation Results form may be completed using any of the following methods.

1. Complete electronically as a Word document, print and attach to purchase requisition.
2. Electronically complete as much information as possible, print, write in the results of the phone quotes as you are receiving them and attach to purchase requisition.
3. Print a blank Word document and type or write in required information and attach to purchase requisition.
4. Order preprinted purchase requisition forms from the forms center with this form printed on the back side.

FIELD NAMES AND INSTRUCTIONS TO PERSON INITIATING SIMPLIFIED BID:

DATE SOLICITATION PERFORMED: Enter the date you requested price quotes.

WORK UNIT: Enter the name of your Division, Bureau or program area.

VENDOR NAME: Enter name of the 1st vendor, 2nd vendor, and 3rd vendor contacted.

DELIVERY DATE (NEEDED BY): Enter the date on which you require delivery.

CONTACT PERSON: Enter the name of the individual providing the bid price for the 1st vendor, 2nd vendor and 3rd vendor.

AREA CODE/PHONE NO: Enter the complete phone number of the person providing the bid quote for the 1st vendor, 2nd vendor and 3rd vendor.

Complete the next six fields for each different item being requested.

QTY: Enter the quantity of the item being bid by all vendors.

UNIT: Enter a unit of measure for the item being bid by all vendors i.e. each, dozen, case etc.

DESCRIPTION, MAKE, MODEL, COLOR, SIZE: Enter information necessary for all vendors to quote a price. Describe in detail exactly what it is you want.

PRICE QUOTATIONS: Enter dollar amount quoted by the contact person from the 1st vendor, 2nd vendor and 3rd vendor.

DISCOUNT PERCENTAGE: Enter (if any) the percentage of discount allowed by 1st vendor, 2nd vendor and 3rd vendor.

FREIGHT OR POSTAGE: Enter total amount of additional freight or postage charges quoted by 1st vendor, 2nd vendor and 3rd vendor. If there are no additional freight charges or if the freight charges were included in the price quoted, enter zero in this field.

TOTAL: Enter the total cost of the order quoted by the 1st vendor, 2nd vendor and 3rd vendor. Total cost is the unit price, multiplied by the quantity, minus any discounts, plus freight or postage charges. Total cost of the bid is the basis used to select the lowest responsible bidder.

ABLE TO MEET DELIVERY SCHEDULE: Check either yes or no for the 1st vendor, 2nd vendor, and 3rd vendor verifying that the vendor is able to meet the DELIVERY DATE you requested above.

COMMENTS: Enter any comments regarding problems during the bid solicitation. If you have selected a bid that is not the lowest bid, please explain why the lowest bid is not acceptable, or does not meet specifications. Delivery date, quantity, unit and description are specifications.

Comments field is last field on the electronic form. Print and sign the document.

SIGNATURE: Person calling vendors and recording quotations should sign the certification statement.

DATE SIGNED: Enter the date the form is signed.

To be completed by Printing/Purchasing Staff		
Type Code	P.O. Number	P.O. Date
Bulletin Number		Bid Number
Commodity Codes		

COMPLETE APPROPRIATE SECTION. List **ALL SPECS** or contact Agency Printing Manager for consultation.

DIVISION AUTHORIZATION(S)					
Signature - 1st Level	Date Signed	Signature - 2nd Level	Date Signed	Signature - 3rd Level	Date Signed

FORMS/PUBLICATIONS MANAGER REVIEW		To be completed by Agency Printing Manager		
SIGNATURE - Forms and/or Publications Manager	Date Signed	Scheduled Delivery Date	Cost Out \$	Estimate Only \$
AUTHORIZATION SIGNATURE - Printing Manager	Date Signed	Vendor	Job Type: <input type="checkbox"/> Form <input type="checkbox"/> Book <input type="checkbox"/> Jobwork <input type="checkbox"/> SPS/BS	
			<input type="checkbox"/> Contract <input type="checkbox"/> Bid Item <input type="checkbox"/> Creative <input type="checkbox"/> Legal	
		Comments		

Step #	Done By (Division or or BFS staff)	Description of Step (Revised 7/99)	Paper Used or Created in or At Step
		REQUISITION PROCESS - FOR NON-PRINTING PURCHASES	
		Requisitions are required for all purchases over \$100 unless procurement card is used.	
		Institutions will continue their current requisition process.	
		If your division has delegation for direct charge purchases, follow the requisition process detailed in the Division Direct Pay Process.	
1	Division - Requester	Determine what is needed and start preparation of a purchase requisition. Fill in as much information as possible, including accounting string if known. (SEE NOTE #2)	Purchase requisition DMT-806
2	Div. Requester or BFS Purchasing Agent	If possible, determine which of the following purchasing processes is appropriate for this purchase. (SEE NOTE #1)	
	(SEE NOTE #1)	If purchase is from an updated state bulletin, you may proceed regardless of total cost of purchase.	
	(SEE NOTE #1)	If total of requisition is \$5,000 or less, select vendor based on best judgment or state bulletin.	
	(SEE NOTE #1)	If cost is between \$5,000 and \$25,000, simplified bids are required. Contact at least three vendors and request pricing. Document phone quotes. An official sealed bid process may also be used.	Simplified bidding record, specifications. Bid Solicitation Results Form DMT-806A
	(SEE NOTE #1)	If cost of requisition is more than \$25,000, contact the purchasing agent for assistance to determine which purchasing and approval process is appropriate or required.	Request for Purchasing Approval (RPA) if required.
3	Division - Requester	Contact selected vendor for current price if needed, vendor's FEIN & current address. Verify information in FMS & Wismart is complete & accurate. See APP Manual Section 6, 2.0 Vendor Procedure. Complete requisition & forward to supervisor. Skip step 4.	
4	Division - Requester or BFS Vendor Validation Coordinator	If vendor is not set up correctly in FMS complete a Vendor Validation form. Request W-9 form if needed. Forward to the Vendor Validation Coordinator. Fill in appropriate boxes on requisition form when information is available and forward to supervisor.	Vendor Validation Form DMT-112 and Substitute W-9 Form DMT-9013
5	Division -Supervisor Level 1 approval	Determine if encumbrance is required and complete appropriate box on requisition. Sign requisition approving purchase.	
6	Division -Supervisor Level 1 approval	Determine if division policy requires additional approvals. Forward to level 2 approval if necessary or to level 3 approval, the budget/finance person, or the person who has the knowledge and authority to assign and/or verify accounting code string.	
7	Division Level 2 approval	Sign requisition approving purchase. Forward to Level 3, the budget/finance person, or the person who has the knowledge and authority to assign and/or verify accounting code string.	
8	Division or BFS Level 3 approval. (SEE NOTE #2)	Add and/or verify accounting code string, including class, to be appropriate funding source for transaction. Verify and sign requisition that adequate funding should be available. Forward to Purchasing Office.	
9	BFS Purchasing Agent	Requisition is reviewed for completeness, accuracy, appropriate purchasing methods and reporting requirements.	
10	BFS Purchasing Agent	Enter commodity code, bulletin number or other required information if needed and not already on the requisition.	
11	BFS Purchasing Agent	Determine if transaction requires purchase order or direct payment process. Complete sections of requisition stating "To be completed by purchasing agent."	
12	BFS Purchasing Agent	Sign requisition and proceed with purchase order or purchasing office direct pay process.	
	NOTE #1	Contact Purchasing Agent at any point if assistance is required.	
	NOTE #2	BFS will complete and approve accounting string information for DHCF, DPH, DCFS, DCTF, DSL, BOARDS, & DMT.	

Step #	Done By (Division or or BFS staff)	Description of Step (Revised 799)	Paper Used or Created In or At Step
		REQUISITION PROCESS - FOR PRINTING	
		Printing requisitions are required for all printing purchases regardless of total dollar amount. Procurement Card cannot be used for printing. All printing jobs must be bid or on contract.	
		Contact Printing Manager for assistance.	
		If requisition is for printing that is not stored in the Forms Center, begin at step 3.	
1	Dept. Forms Center	Form Center issues reorder notice and send to Division Forms/Publications Manager.	Reorder notice
2	Dv. Forms/Publications Manager	Notify document author of reorder status and inquire about document changes if any. Submit final draft to author and request approved printing requisition.	
3	Dv. - Document Author	Determine what is needed and start preparation of printing requisition. SEE NOTE #1. Fill in as much information as possible, including accounting string & customer use code <u>if known</u> . See Note #2. Vendor selection will be done by Printing Manager.	Printing requisition DMT-0913
4	Division - Document Author	Forward printing requisition and any attachments to supervisor for level 1 approval.	
5	Division - Supervisor - Level 1 approval	Sign requisition approving purchase. Forward to level 2 approval if it's a requirement within your Division for additional approval.	
6	Division Level 2 approval	If required in your Division, sign requisition approving purchase. Forward to Publication or Forms Manager.	
7	Div. Publication or Forms Manager	Forms or Publications Managers should enter their name on the requisition as requester. Review or complete as much information as possible on the requisition. Complete camera copy if required.	Publication and Forms reports Camera Ccopy
8	Div. Publication or Forms Manager	Forward requisition to Level 3, the budget or finance person or the person who has the knowledge and authority to assign and/or verify accounting string customer use code.	Publication and Forms reports Camera Ccopy
9	Div. Publication or Forms Manager	Forward camera copy to Printing Manager.	
10	Division or BFS Level 3 approval. SEE NOTE 2	Accounting string, including class and customer use code, is added and/or verified to be appropriate funding source for transaction. Verify and sign requisition that adequate funding should be available. Forward to Printing Manager.	
11	BFS Printing Manager	Determine if current printing contract is applicable to this job, or if a bid is required. Develop specifications, contact bidders, make award, and document bid process.	Bid documents and permanent purchasing records.
12	BFS Printing Manager	Record appropriate information on the printing requisition and required attachments.	Supplemental printing order form.
13	BFS Printing Manager or Support Staff	Contact selected vendor for current price and vendor's FEIN and current address. Verify vendor data in FMS & Wismart. Process vendor validation form and W-9 if required.	Vendor Validation Form DMT-112 and Substitute W-9 Form DMT-9013
14	BFS Printing Manager	Requisition is reviewed for completeness and accuracy. Note if MBE or if contract compliance is required.	
15	BFS Printing Manager	Sign requisition and proceed with purchase order process.	
	NOTE #1	Contact Printing Manager at any point if assistance is required.	
	NOTE #2	BFS will complete accounting string for DHCF, DPH, DCFS, DCTF, DSL, BOARDS, & DMT.	

Step #	Done By (Division or or BFS staff)	Description of Step (Revised 7/99)	Paper Used or Created In or At Step
		PURCHASE ORDER PROCESS	
		This process begins <u>after</u> step 12 of the Requisition Process	
		All purchase order will be prepared by BFS staff unless delegated to specific offices.	
		We will continue to use different purchase order prefixes for each division.	
		We wil direct vendor to send invoices to requester.	
1	BFS Purchasing Agent	Select a purchase order number from database and enter purchasing information.	Purchase order log
2	BFS Purchasing Agent	Enter purchase order number and date on the requisition. Complete all fields required for a purchase order. Forward to staff for P.O. generation.	
3	BFS Staff	Enter information from requisition into computer program and print purchase order. Return requisition and printed order to originating Purchasing Agent.	Official Purchase Order
4	BFS Purchasing Agent	Review completed purchase order for accuracy. Sign and forward to staff for encumbrance in FMS. Print Manager will keep original PO, supplement and camera copy.	
5	BFS Staff	Enter information from purchase order into FMS. If accepted, go to step 10	Encumbrance process and FMS reports
6	BFS Staff	If not accepted in FMS, call or e-mail Finance/Budget person (level 3 signature on requisition) to inform them of the problem.	
7	Division or BFS Person responsible for coding (SEE NOTE #1)	Move funding to appropriate accounting string in FMS and call or e-mail BFS staff to retry encumbrance. Or e-mail corrected accounting string to replace the one on the purchase order.	
8	BFS Staff	Try again to encumber the purchase order.	
9	BFS Support Staff	If encumbrance is accepted in FMS, separate purchase order form copies for distribution. Make copies if needed.	
10	BFS Support Staff	Distribute purchase order copies as follows: Fold original purchase order and any attachments, stuff in envelopes, create labels and apply if needed, and mail or fax to vendor.	
		Forward #2 white DOA/BOP copy to purchasing support staff person assigned final review of all purchase orders.	Monitor contract compliance process in BFS, & is DOA's source document for Procurement database.
		Send #3 yellow copy to requester.	Requester acknowledgment
		Staple original requisition and attachments to #4 pink copy and file in Purchasing.	Purchasing Office order file copy
		Send #6 hard copy to account's payable.	Currently used for payment process
		#5 copy or additional photocopies could be sent to appropriate persons as required (Printing Manager copy, inventory, out of state travel etc.).	To generate reporting processes in other areas, and BFS paper report.
	NOTE #1	BFS will complete and approve accounting string information for DHCF, DPH, DCFS, DCTF, DSL, BOARDS, & DMT.	

Step #	Done By (Division or or BFS staff)	Description of Step (Revised 7/99)	Paper Used or Created In or At Step
		DIVISION DELEGATED - DIRECT PAY PROCESS	
		Contact Purchasing Agent at any point if assistance is required.	
		Direct Pay process is for non-printing purchases \$5,000 or less.	
		Division determines if transaction meets criteria for direct payment process.	
		Divisions delegated and trained in direct pay process are not required to obtain purchasing office approval on requisitions for these purchases. You are not required to encumber direct pay purchases.	
1	Division - Requester	Determine what is needed and start preparation of a purchase requisition. Fill in as much information as possible, including accounting string if known. SEE NOTE #2.	Purchase requisition DMT-806
2	Division Requester or BFS Purchasing Agent	Select vendor based on best judgment or from an updated state bulletin. SEE NOTE #1.	
3	Division - Requester	Contact selected vendor for current price if needed, vendor's FEIN & current address. Verify information in FMS & Wismart is complete & accurate. See APP Manual Section 6, 2.0 Vendor Procedure. Complete requisition & forward to supervisor. Skip step 4.	
4	Division - Requester or BFS VVC	If vendor is not set up correctly in FMS complete a Vendor Validation form. Request W-9 form if needed. Forward to the Vendor Validation Coordinator.	Vendor Validation Form DMT-112, and Substitute W-9 Form DMT-9013
5	Division - Requester	Fill in appropriate FMS & Wismart boxes on requisition form when information is available. Complete requisition including areas marked "To be completed by Purchasing Agent" and forward to supervisor.	
6	Division - Supervisor Level 1 approval	Determine if encumbrance is required and complete appropriate box on requisition. A direct charge transaction number is required to encumber funds. SEE NOTE #3 Sign requisition approving purchase.	
7	Division - Supervisor Level 1 approval	Determine if division policy requires additional approvals. Forward to level 2 approval if necessary or to level 3 approval, the budget or finance person, or the person who has the knowledge and authority to assign and/or verify accounting string.	
8	Division Level 2 approval	Sign requisition approving purchase if necessary. Forward to Level 3, the budget or finance person, or the person who has the knowledge and authority to assign and/or verify accounting string.	
9	Division or BFS Level 3 approval. (SEE NOTE #2)	Add and/or verify accounting string, including class, to be appropriate funding source for transaction. Verify and sign requisition that adequate funding should be available. Encumber funds if requested and initial. Return to requester.	Encumbrance
10	Division person - trained in Direct Charge process	Enter data into ACCESS Direct Charge database. Record database generated transaction number on requisition.	

Step #	Done By (Division or or BFS staff)	Description of Step (Revised 7/99)	Paper Used or Created In or At Step
		CONTINUED	
		DIVISION DELEGATED - DIRECT PAY PROCESS	
11	Division/Bureau	Place order via phone, direct charge memo, or fax.	
12	Division/Bureau	Receive item and invoice. Approve invoice for payment and attach to original approved requisition and forward to accounts payable.	
13	Division/Bureau	Print database report listing Division Minority Vendor purchases and forward to Purchasing Office on a monthly basis.	DOA MBE Report
	NOTE #1	Contact Purchasing Agent at any point if assistance is required.	
	NOTE #2	BFS will complete and approve accounting string information for DHCF, DPH, DCFS, DCTF, DSL, BOARDS, & DMT.	
	NOTE #3	If an encumbrance is required, complete step 10 at this time. You cannot commit to the vendor until all approvals are received.	

ATTACHMENT 7

LEVEL 3 APPROVAL - ROUTE TO LEAD ACCOUNTANT

<u>DIVISION</u>	<u>LEAD ACCOUNTANT OR PERSON HAVING DELEGATION</u>	<u>ROOM</u>
DCFS	KEN TUHUS	756
DPH / DHCF	ELSIE JANE MURPHY	756
DSL	SHARON HAU	756
DCTF	Delegated to: RICHARD BROWN	850
OSF/DEPT WIDE EXEC OPRA LEGAL	SUE BECK	618
DMT / ADMIN	Delegated to: RICH KREKLOW	672
DMT / BPER	Delegated to: MARGE ROH	665
DMT / BIS	Delegated to: DAN HILTON	527
DMT / BFS	Delegated to: DEB WALKER or the following designees:	750
	MARDELLE AYRES - PRINTING	750
	MARY RITCHIE - TRAVEL	750
	ESTELLA WALCZYK - PURCHASES	750